

**NAVAL STATION NEWPORT  
RESTORATION ADVISORY BOARD (RAB)  
MEETING MINUTES  
November 14, 2001**

12/20/01

Dear RAB Member and interested parties:

Enclosed is a copy of the minutes of the November 14, 2001, Naval Station Newport Restoration Advisory Board (RAB) meeting.

If I may be of assistance, please contact me via email at [krantz@nsnpt.navy.mil](mailto:krantz@nsnpt.navy.mil), telephone at (401) 841-7659 or US Mail at the address below.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas W. Krantz", with a long horizontal line extending to the right.

Thomas W. Krantz

RAB Secretary

Naval Station Newport  
Environmental Protection Department (N8N)  
Building 1 CC  
One Simonpietri Drive  
Newport, RI 02841

Email: [krantz@nsnpt.navy.mil](mailto:krantz@nsnpt.navy.mil)

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# **NOTICE**

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## **ELECTION OF NEW COMMUNITY CO-CHAIR**

A new Restoration Advisory Board (RAB) Community Co-Chair will be elected at the January 2002 meeting. All RAB members are encouraged to attend the January meeting. Mr. John Vitkevick was elected the temporary Community Co-Chair to serve until the January election. (See meeting minutes for complete details.)

## **NEXT RAB MEETING**

The next Restoration Advisory Board meeting will be on Wednesday January 16, 2002. The meeting will be from 7:00pm to 9:00pm and will be in the regular place, the Naval Station Newport Officers Club. Members of the public are invited to attend. Please contact the Naval Station Newport (NAVSTA) Public Affairs Officer, Mr. David Sanders, at (401) 841-3538 to arrange for access onto NAVSTA.

## **NEXT PRE-MEETING**

Immediately before the next RAB business meeting, Mr. Tim Lynch of the Rhode Island Department of Environmental Management Division of Fish and Wildlife will be providing an educational presentation. The presentation will be about the changes in the fish population in Narragansett Bay in recent years. The presentation will be in the same room at the NAVSTA Officers Club starting at 6:00pm and will continue to the beginning of the RAB meeting at 7:00pm.

## **RAB MEETING MINUTES VIA EMAIL**

The meeting minutes are now available via email. If you would like to receive the RAB Meeting Minutes electronically, please send an email message to:

**[krantz@nsnpt.navy.mil](mailto:krantz@nsnpt.navy.mil)**

## **RAB INFORMATION ON THE INTERNET**

Information about the NAVSTA Installation Restoration activities and the Restoration Advisory Board is available on the Internet. The Naval Station Newport public information web site is at **<http://www.nsnpt.navy.mil>**. The RAB information is found within the Environmental Protection Department. The direct link to the RAB information is:

**<http://www.nsnpt.navy.mil/Code40/40E/rab2/index.html>**

**NAVAL STATION NEWPORT  
RESTORATION ADVISORY BOARD (RAB)  
MEETING MINUTES  
November 14, 2001**

On Wednesday, November 14, 2001, the NAVSTA Newport Restoration Advisory Board (RAB) gathered at the Officers' Club for its monthly meeting. The meeting began at 7:05 pm and ended at 9:03 pm.

A pre-meeting educational seminar was presented from 6:00 pm to 7:00 pm by Dr. Christopher Deacutis of RIDEM. The seminar presented the history of water conditions in Narragansett Bay.

Attending the business meeting were: Dr. Kathy Abbass, Ms. Mary A. Blake, Dr. David Brown, Mr. Richard D. Coogan, Mr. Paul M. Cormier, Mr. David Dorocz NAVSTA, Mr. Robert Gilstein, Ms. Melissa Griffin NAVSTA, Mr. Byron J. Hall, Ms. Kymberlee Keckler USEPA, Mr. Greg Kohlweiss NAVSTA, Mr. Tom Krantz NAVSTA, Mr. Paul Kulpa RIDEM, Mr. Manuel Marques, Mr. Thomas McGrath, LCDR N. Merry NAVSTA, Mr. Ed Moitoza, Mr. Howard Porter, Mr. John Vitkevich, and Ms. Claudette Weissinger.

Copies of the following material were provided during the meeting and are enclosed with these minutes.

- RAB Budget Slides (Enclosure 1)
- "Guidance for RAB Administrative Support Funding" (Enclosure 2)
- Letter of Resignation from Ms. Barbara Barrow (Enclosure 3)
- Proposed Zoning, Town of Portsmouth (Enclosure 4)
- Tentative Outline for RAB Training Manual (Enclosure 5)

**ADMINISTRATIVE ITEMS**

- **Signing of the Mission Statement.** Four signatures are needed to make the mission statement effective. Those attending that have not yet signed please see Mr. Krantz this evening. (Editors Note: Two signatures were obtained at the meeting. The Mission Statement was an enclosure to the November RAB meeting minutes and is online at <http://www.nsnpt.navy.mil/Code40/40E/rab2/page2.html>)

- **Pre-Meeting.** Mr. Dorocz thanked Mr. Tom McGrath for arranging for the pre-meeting presentation by Dr. Christopher Deacutis of RIDEM. Dr. Deacutis gave an excellent presentation about water quality in Narragansett Bay!

- **Address verification and electronic meeting minutes distribution.** A form was stapled inside of each person's name card on the tables. One side of the document had the current contact information we have

for each person. This information was verified and returned to Tom Krantz during the meeting. On the reverse members were asked if they would like to receive the RAB Meeting Minutes electronically.

- **Mr. Dorocz introduced LCDR Nick Merry.** LCDR Merry is the assistant Public Works Officer; he is representing the CO, XO and director of Public Works.

#### **PREVIOUS MEETING MINUTES**

Mr. Dorocz asked for any comments or questions about the October minutes. There was a comment about the amount of details, a suggestion that such detailed recording may not be needed. A motion to accept the previous meeting minutes was passed.

#### **ACTIVITY UPDATE**

Jim Shafer was not at the meeting. David Dorocz said that activities at the IR sites had not changed since the last meeting. The update information and slides were included with the November meeting minutes.

#### **RAB BUDGET**

Mr. Dorocz began the meeting with a presentation (Enclosure 1), starting with the first slide "Funding Overview". Jim Shafer at EFA Northeast is responsible for managing the fund that is earmarked for actual cleanup and study. Naval Station Newport does not receive this money; EFA Northeast receives the money and works with this RAB as well as the Navy Station to establish the priorities for spending it.

There are other environmental monies managed by Naval Station Newport, Mr. Dorocz said he manages a fund for the support of the IR program and the RAB. Money is also available from special programs, including the EPA's Technical Assistance Grant (TAG) and Navy's Technical Assistance for Public Participation Grant (TAPP). Information about these special programs can be found in the "Guidance for RAB Administrative Support Funding" document (Enclosure 2).

The RAB is encouraged to utilize the EPA Technical Assistance Grant or other outreach grants before going to the Technical Assistance for Public Participation Grant. A briefing on the process of filling out a TAPP application and submitting a project request was presented at a prior RAB meeting. TAPP proposals go to the Chief of Naval Operations for approval and special funding. (Editor Note: See the RAB Meeting Minutes of April 1998. These minutes are available online at <http://www.nsnpt.navy.mil/Code40/40E/rab2/minutes/rab0498.htm>)

Mr. Dorocz displayed the next slide "FY 2002 RAB Budget" and said he was here to speak specifically about the money budgeted for the RAB. An important thing to keep in mind is that the fiscal year runs from October 1st to September 30th, at which time the funds expire and cannot be used in the following fiscal

year. We asked for and will receive \$36,000. However, we now have a budget where we will only need \$21,000. Other funds are used for Mr. Dorocz, Melissa Griffin's and Tom Krantz' time with the RAB, as well as any training they may need.

Slide three, "FY 2002 RAB Budget" shows the breakdown of the \$21,000. The difference between this and the budget indicated in slide #2 is that the RAB secretary was previously paid for with RAB support funds. That function is now being performed by Mr. Krantz and is being paid for out of local money. The previous person resigned that position to accept a new position; the opportunity to go back to contract support for this position is still open. Barbara was to consider that, it is still up for discussion. Right now Mr. Krantz is performing the function therefore we do not need to contract \$15,000 per year.

Slide 4, "FY 2002 Restoration Advisory Board Operation Budget: \$21K" shows the quarterly spending plan. If we go through October, November, and December and don't produce a newsletter, we will not be spending that \$2,500. If we don't have a meeting, then we will not spend the \$600 for advertising and \$400 for the room.

Mr. Dorocz said he wanted to make sure the members get the guide sheet. Copies of the document were available at the meeting (Enclosure 2). The money is not the RAB's money; it is the Navy's money. The RAB, in cooperation with the Navy, gets to determine what goods and services they need to administer the RAB. The RAB needs to think about what goods and services it needs; this includes facilitation and strategic planning. If you have special projects, you have to go to a TAPP or maybe an EPA grant. The RAB administrative funds are restricted funds that can only be used for the purposes outlined in the guidance document.

Mr. Vitkevich asked if the newsletter could be delivered electronically. Discussion followed including the purpose of the newsletter included a wider audience than the RAB, including all the property owners. Mr. Vitkevich asked if the expense of the newsletter is a waste if the people are discarding it and that maybe email is a more effective tool. A suggestion offered was to include a mail-back card in the newsletter, offering to send the recipient a newsletter electronically. A problem brought up was turnover, people moving into and out of the area. The number of names on the list is 500. Mr. Dorocz said that the Public Information Committee has the distribution list and is looking at the list in terms of who is on it and who should be on it.

A RAB member asked if the public libraries could have binders for them to put the information in. Mr. Dorocz said that assistance was available. He said that maintaining the IR repositories is funded out of his activity support dollars, not RAB dollars. It is the Navy's responsibility to maintain the administrative records. The RAB has had good ideas about the libraries, we implemented every one. That activity was never paid for out of RAB support dollars, it was always paid for out of my office. We have bought the libraries bookshelves and binders in the past. Anything they need they just need to go and see Tom Krantz.

Another question asked of Mr. Dorocz was has he gotten any feedback about the way the RAB money was being spent. David Dorocz said that there was several thousand dollars that was not spent last year. At the mid point of this fiscal year they are going to ask if there is any money that can be sent back. David Dorocz said that if there is money that he knows we do not need he will send it back. Several RAB members objected, David went on to explain that the money would go back to the cleanup program and be used there. If we end the fiscal year with unspent money, it goes into a pot of unspent money. The people with contract overruns will get that money. You have to compete and re-request the money; it is difficult to get. If there is anything left after that it goes to the Secretary of the Navy to decide what to do with that money. The money is earmarked for cleanup by Congress and can only be spent on clean up. It stays in the cleanup program, where it actually ends up is uncertain.

Dr. Kathy Abbass asked that when we give that money back will we get as much the next year. Mr. Dorocz said that when money goes back it usually caused a reduction in the next years money. If I ask for 36 and only spend 18 you can bet your bottom dollar they will only give me 18 and the next year. You always want to spend all your money.

Another question from the RAB was when it is best to do special projects, like the education program that Kathy is talking about. Is it better to build it each year into the regular budget request or is it better to have it in mind, in your hip pocket, to be ready to go with it? Mr. Dorocz said that all members of the board want to spend these federal dollars wisely. He said but I am giving you a heads up that this \$15,000 will probably be sent back in six months. There are restrictions on how the money is to be spent. One idea could be obtaining better recording system for the meetings. David said one of the things he has recommended is have a consultant come in to do a strategic plan or to do facilitation.

Another question from the RAB was when does the base get the money. Mr. Dorocz responded that unfortunately he doesn't get the money until six months after the fiscal year starts. So right now he is paying for everything out of a different pot of money, his O&M budget. He will try to reimburse this money later.

Another member suggested producing a video of the bylaws and sites to tell what the RAB is all about. When new people come on board we could give this video to them. Mr. Dorocz said that some of the surrounding RABs only meet quarterly and show a tape of the sites at the beginning of their meetings.

## **NEW BUSINESS**

### **- Resignation of the Community Co-Chair**

Mr. Dorocz said that, regrettably, Barbara Barrow submitted her letter of resignation from the position of Restoration Advisory Board Community Co-Chair. She is resigning from the position due to severe scheduling conflicts. She desires to remain on the RAB as a member. Her letter of resignation is submitted to the RAB secretary for inclusion in the official record (Enclosure 3).

Mr. Dorocz asked that someone from the community coordinate the election of a RAB Community Co-Chair.

There was enthusiastic discussion amongst the community RAB members. Points covered included

- There should be consistency in how potential conflict of interest issues between community members and the Navy are addressed regarding who should or should not hold office.
- The RAB Planning Committee is responsible for handling the arrangements for the election of a new Co-chair.
- RAB members not present should be informed of the need to elect a new Co-Chair and they should be given the opportunity to nominate candidates for election at the next meeting.
- Since the next RAB meeting is not until January 2002, it would be best to have a temporary Community Co-Chair to conduct RAB business between now and January.

The following two motions were proposed, seconded and passed

1. Mr. John Vitkevich was nominated for the position of Community Co-Chair with the election to occur at the next meeting (January 2002). And that all RAB members be made aware through the meeting minutes that the Community Co-Chair position is open and that any party interested in running for this office should contact Tom McGrath.
2. That Mr. John Vitkevich be the temporary Community Co-Chair until the elections in January 2002.

A suggestion was raised by a member to send Barbara a letter of appreciation for her service to the RAB. David Dorocz said that the Commanding Officer of Naval Station Newport was preparing a letter from the Navy and suggested that the community members of the RAB may wish to author a letter.



**- The Impact of the War on Environmental Funding**

Mr. Dorocz responded to questions about the impact of the war on environmental funding. He said that the cleanup dollars are appropriated by congress specifically for cleanup. The Navy has to use the money for cleanup, at the end of the year the Navy has to go back to congress and report what the money was used for. Mr. Dorocz said that he was aware of no cuts to the actual program itself and none are foreseeable.

**- Proposed Zoning Changes by the Town of Portsmouth, Mr. Robert Gilstein**

Mr. Dorocz introduced Mr. Robert Gilstein. Mr. Dorocz introduced Mr. Gilstein's presentation with the clarification that what is being presented is a Town of Portsmouth initiative, it is not a Navy initiative and he expects that the Town of Portsmouth will make this topic available for public comment.

Mr. Gilstein stated that the Navy property in Portsmouth is not currently zoned at all, there is no zoning designation. The intention of the Town of Portsmouth was to wait until the West Side Master Plan came up with conclusions for the future uses of the various Navy parcels that may become surplus, excessed or what ever. But due to a change in the Navy's nationwide policy of rather than surplus property and no longer owning it to lease the property.

The leasing process can happen a lot more quickly than the excessing process. The excessing process goes through a number of steps then passed out of the Navy control to the DOD and out of DOD to GSA's control. Leasing can happen much more quickly. It was the feeling in the town that some type of zoning should be put on it on an interim basis. When the West Side Master Plan work is completed, the Town of Portsmouth will take up rezoning in accordance with that.

The zoning shown on the map is our best guess at this time for the final of the conclusions of the West Side Master Plan as to general uses (Enclosure 4). Going down the map from north to south:

- The Depot Area, also called the Back Yard, is in between New England Boat Works to the north and the Hood Marine Complex to the south. This fits into a Waterfront District classification. As you go inland the zone crosses over the road into Tank Farm 1 and 2. We split the hill in half at the 100-foot contour line, which averages about 600 feet from the centerline of the railroad tracks. That hill on downward should also be waterfront district.
- From that 100-foot contour line on the hill and up would be zoned Light Industry.
- At the top of the hill; Rainbow Heights, Melville Housing and the Mobil Home area are already residential. The plans are, as far as we know, to keep them residential. Our proposal is to zone then R20, which is the zoning of the nearest residential parcel across the West Main road.

- Tank Farm 3 and 4 and Carr Point Area along the shore as open space and public lands.

I am here at the RAB at the suggestion of Mr. Roger Poisson, the planner for the Navy, to brief the RAB and gain feedback.

We are aware of what this means in terms of cleanup. We are aware that zoning the waterfront district, which is an industrial type of zoning and light industry, is a lesser level of clean up.

We talked some time ago about how recreation is handled. It appears to be a middle fuzzy ground where DEM will respond and make a decision based on the particular use. It is not an industrial standard and it is not necessary a residential standard. It is something in the middle that is addressed then.

Our feeling is that for the time being this zoning will at least give the Town of Portsmouth some control in what happens with the property should it not be used by the military. Property used by the military does not fall under local zoning what so ever. The military can do what it wants with the property. If the military continues to own the property but leases it, or allows use of it some other way to a private entity, it also is not required to go by local zoning but by tradition they do go by local zoning. So I imagine that would continue to be the case here.

A RAB member asked about the indicated residential area of 20,000 square feet, is this for future planning? Mr. Gilstein responded that it is for future, the existing buildings are more like R5. This area is the trailer park; the Melville housing of 200 units and Rainbow Heights which is about 30 units. If this area were to be redeveloped, the preference would be residential 20,000 square foot units. If the Navy stays it would be grandfathered to non-conforming use. If it went to a private organization they would not have the option, for instance, to make it denser but they would have the option to make it less dense. That was one of the ideas behind having it R20,000, which is not a reflection of current reality.

The procedure from here is that the planning board in Portsmouth has approved of this plan, they have recommended it to the Town Council. The Town Council has agreed to set a public hearing. The Council and I are working on an ad, a map and sending out 250 letters. The public hearing will probably take place in late December or in January. At that time, the Town Council may adopt this zoning plan.

A RAB member expressed concern about the Melville School, a campground and a fishing pond that was stocked and is a fishing area. Mr. Gilstein responded that that property is not identified on the map because it is already zoned. The 150-acre Melville Campground is already zoned open space, it is owned by the town. Any industry will be pretty far from the school.

Another RAB member commented that the categories Waterfront District and Light Industry do not give good indications of what kind of facilities may be there. Waterfront could include restaurants and hotels and what other kinds of things? Mr. Vitkevich expressed his desire to see better control on the development that

occurs, that the mere zoning classification does not provide sufficient control on what development happens. Mr. Gilstein stated that he agreed with Mr. Vitkevich and that the town is working toward that direction.

Dr. Abbass asked that their understanding from the introduction was that this is what the Town of Portsmouth would like to see but it is still the Navy that would decide who does what on this property. Mr. Gilstein responded positively and stated that it is not clear, not much leasing has gone on. A good example is the LNG tank in Middletown. The military has been very good about explaining exactly what is going on. The understanding is that in a legal battle the city has no standing whatsoever. But practical tradition is that the Navy is very sensitive to what the community wants. Dr. Abbass responded that she was not asking if Portsmouth and the Navy would get into an adversarial relationship; she was thinking about what happened in Coddington Cove with the Derecktor Shipyard. Where in good faith, the Navy or the state leased the property and in the end, the Navy had a multi-million dollar environmental clean up to do. This is the sort of thing the RAB would be interested in avoiding in the future.

Mr. Dorocz added that the Navy wants to be a good neighbor when it is engaged in leasing the Town of Portsmouth zoning will be a factor the Navy considers. It will still be federal lands and the Navy will do what is in its best interests.

Questions were raised about the Navy hospital building. There was discussion of the building being made available to the community for use as a school. There were also comments about the building having lead and asbestos hazards. Mr. Dorocz offered to bring an update about the building to the next RAB meeting.

A suggestion was made to send a letter to the town from the RAB supporting the zoning information Mr. Gilstein presented. Discussion followed including the comment that the RAB can not and should not endorse this program since the RAB was only presented with a small glimpse of the program and the RAB membership includes people from more communities than the Town of Portsmouth. Mr. Gilstein suggested that the RAB, as a group involved with this property for a long time, if the proposed zoning sounds bad to you make it known. That would be the most important thing. The town would appreciate hearing that.

If the RAB has ideas, you can communicate those to the town. There are meetings of the West Side Master Plan where you can present ideas at the meeting as an individual or as a group. A RAB member suggested that the RAB could write a letter to the Town of Portsmouth suggesting that in the light industry zones they please be ever mindful of Derecktor Shipyard, please do not let it happen in Portsmouth.

Further discussions occurred relating to the transfer of property from the Navy and what was done in the past. Mr. Dorocz reminded all that the process is fixed by federal law and that if and when that process is started for any Naval Station property the Naval Station will no longer have control of the process.

Mr. Dorocz suggested the RAB give consideration to the impact zoning property as light industrial may have on what the clean up standards are.

## COMMITTEE REPORTS

- **Project Committee** – Mr. Emmet Turley is absent, no update.

- **Education Committee** - Dr. Abbass has prepared a draft of an outline of an educational package for new RAB members. Copies were distributed (Enclosure 5). After the outline is solidified, then the sections can be written. If we want to put the information on a web site or in a video we will have a coordinating document that will help control what goes in to it. Feedback to Dr. Abbass was asked for before the January meeting.

- **Membership Committee** – Mr. Howard Porter said that right now we are at 100%. We had three people waiting to get on the RAB but in talking with them today learned that they are no longer interested. If there are any member knowing of anyone interested of being on the RAB he asked for their names so that they can complete an application so that we can bring them in if needed. Mr. Porter said he desires to have a list of applicants in case the need arises. Mr. Dorocz suggested that a newspaper ad could be run to solicit applicants. Mr. Vitkevich asked what the bylaws say about missing meetings. It was recalled that this was an issue that Barbara was going to look into and that he should contact her.

- **Public Information Committee** – Mr. Love is absent, no update.

- **Planning Committee** – Tom McGrath said he was looking all the time for input, one does not have to be on the planning committee to offer ideas.

Mr. Vitkevich suggested that we go to the other RAB meetings to set in as guests. Dr. Abbass said the same comment came up at the national meeting she attended. Mr. Dorocz said our RAB meetings are on the regional list, the Navy bases knows but he was uncertain if the citizens know. Mr. Dorocz suggested working with Tom Krantz in setting up a trip. Ms. Melissa Griffin could bring a list of the other RAB meetings in the area.

Mr. Dorocz said he has a binder with all the RABs in the United States. He said he would bring it in and that the RAB can call the other RABs. Mr. Dorocz that the cost of telephone calls and faxing should be paid for out of RAB funds.

Another suggestion from a RAB member was to work backwards from upcoming things planned to happen in the environmental program. The ROD for OFFTA is coming up in June. A talk like we had tonight for the pre-meeting would be very good; perhaps a talk about eel grass would be good. When we have the Jim Shafer briefing, probably in January, we can prepare ourselves. Mr. Dorocz spoke of the PRAT for OFFTA being the next document due.

At the next RAB meeting (Wednesday January 16 2002), we will have a pre meeting by Tim Lynch of RIDEM Fish and Wildlife. He will speak about the fish in the bay over the last 20 years.

#### **RAB QUESTIONS RAISED BY COMMUNITY MEMBERS DOCUMENT**

Mr. Dorocz asked for comments about the document. The "RAB Questions Raised by Community Members" . This document was distributed at the last meeting and was included in the November minutes. Dr. Abbass said she would respond directly in writing.

#### **DR. ABBASS RAISED THE TOPIC OF CHILDREN TRAMATIZED BY THE EVENTS OF SEPTEMBER 11**

Dr. Abbass spoke of a letter she sent to Mr. Dorocz about the Navy doing more outreach into the public schools to help children who were traumatized by the September 11 events. Dr. Abbass read her letter to the RAB. She expressed a desire to use RAB money to conduct these environmental educational activities. She offered that presenting information to the children about toxic waste abatement would show that the Navy is active in more than it's military role. Dr. Abbass suggested that the environmental staff could adjust the presentation of environmental information to the children.

Mr. Dorocz responded that the Navy does outreach to children from his department and found that it is not easy to adjust information for children. Dr. Abbass suggested that RAB money be used to hire a teacher to adjust the material. Mr. Dorocz said that the financial procurement process is very complicated and that he would have to see if this were an allowable expense, it may involve consulting with legal council. Dr. Abbass asked if this activity would not come under the education committees umbrella and fund it from this budget. Mr. Dorocz explained that the procurement process was very strict and controlled his spending of funds. A member asked Mr. Dorocz if he could investigate and report at the next meeting if this could be done, he responded that he would.

#### **ADJOURNMENT**

The RAB meeting was adjourned at 9:04 pm.

#### **NEXT MEETING**

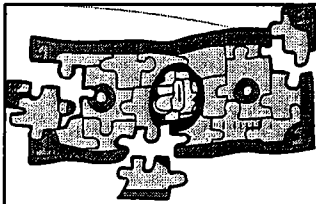
There will be no December meeting. The next RAB meeting will be January 16, 2002 at the same time and place (7:00 pm in the NSNPT Officers Club). There will be a pre-meeting educational seminar starting at 6:00 pm with Mr. Tim Lynch of RIDEM Fish and Wildlife presenting information about the fish population changes in Narragansett Bay.

## *Funding Overview*

- Centrally Managed – EFA Northeast
  - Cleanup
- Locally Managed
  - RAB Support
  - Activity Support
- EPA - TAG
- NAVY - TAPP

## *FY 2002 RAB Budget*

- Funds expire on 30 Sept 02
- \$36 K Available
- \$21 K Projected Budget



## ***FY 2002 RAB Budget***

The \$21K includes:

- RAB Meetings: \$400 per month = \$4400
- Printing 4 RAB Newsletters \$2500 per issue = \$10K
- 11 RAB Meeting Notices \$600 per meeting = \$6600
- Misc RAB Expenses = \$1K

i.e. Videos, Site Tours, RAB Web Page, Presentation Equipment

## ***FY 2002 RESTORATION ADVISORY BOARD OPERATING BUDGET: \$21K***

### **PROJECTED QUARTERLY SPENDING PLAN**

Expenses	Total	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Meetings	\$4400	\$800	\$1200	\$1200	\$1200
Newsletters	\$10,000	\$2500	\$2500	\$2500	\$2500
Notices	\$6600	\$1200	\$1800	\$1800	\$1800
Misc Supplies	\$1000	\$250	\$250	\$250	\$250
Total	\$21,000				

## GUIDANCE FOR RAB ADMINISTRATIVE SUPPORT FUNDING

1. RAB administrative support is the only source of funding available to assist in the establishment and conduct of RABs.
2. RAB administrative support for installations will be paid from either the Environmental Restoration, Navy (ER,N) account or BRAC account, as appropriate. All RAB administrative support, whether provided directly by installation ER,N or BRAC funds or by an Engineering Field Division through a CLEAN, RAC or other contracting mechanism, is reportable against the RAB administrative funding. Installations may not exceed their RAB expenditure ceiling without written permission by N453.
3. FY2001 RAB administrative support funding is allocated based on an analysis of the IR program and the status of RABs as reported in the RAB Reporting Requirements questionnaire. Installations that did not provide a RAB Reporting Requirements questionnaire will have all RAB funding withheld until the appropriate forms are received by CNO (N453). In response to a Congressional mandate, all installations with an active cleanup program are required to annually submit RAB Reporting Requirements whether or not a RAB has actually been formed. RAB administrative support will be provided only where installations have reported a functioning RAB or a RAB in the final stages of formation.
4. Only those costs incremental to the normal public relations plan should be included as RAB administrative support. Costs that can be construed to provide a benefit to the general public rather than specifically to the RAB should be not included as RAB administrative costs.
5. Allowable RAB administrative support includes, but may not be limited to, meeting facilitation, preparing and distributing meeting minutes and agendas, RAB training and rental of meeting space when RAB meetings are held outside the base.
  - a. Contractor provided RAB administrative support is an expense that must be counted against the ceiling. For example, if an installation or EFD elects to use a



## GUIDANCE FOR RAB ADMINISTRATIVE SUPPORT

contractor to take RAB meeting minutes, the cost of providing those minutes is reported against the RAB administrative support ceiling. Use of CLEAN contractor support for routine RAB administrative functions is discouraged.

b. Non-administrative contractor expenses should not be charged against the RAB administrative support ceiling. Expenses associated with a DON contractor giving a presentation to a RAB on the status of cleanup activities at an installation are not considered RAB administrative support costs. They are considered to be part of the project cost.

6. Expenses such as travel to attend RAB meetings, preparation and distribution of fact sheets, and maintenance of the information repository are not considered unique RAB costs. Salaries and travel costs of all DON employees should not be counted as administrative support costs.

7. Community RAB members serve as volunteers and may not be compensated for individual travel, training, or any other expenses associated with their participation as a RAB member.

8. RAB Technical Assistance for Public Participation (TAPP) will be funded separately from RAB administrative support. TAPP funding will be distributed only when a completed and approved TAPP application, including a detailed statement of work, has been received by CNO (N453). TAPP assistance will be provided using project funds either from the ER,N or BRAC account, as appropriate. RABs are encouraged to pursue other avenues of assistance such as EPA's Technical Assistance Grant (TAG) and Technical Outreach Services for Communities (TOSC) programs prior to applying for TAPP assistance.

Barbara A. Barrow  
One Wedgewood Drive  
Middletown, RI 02842

November 13, 2001

Mr. David Dorocz  
NAVSTA  
1 Simonpietri Drive  
Newport, RI 02840

Re: RAB Co-Chair

Dear Dave,

Due to schedule conflicts, effective immediately, I hereby resign as RAB Community Co-Chairperson. It has been a pleasure working with the Navy towards the common goal of CERCLA objectives.

Sincerely,



Barbara A. Barrow, Esq.

NOV 15 2001

Enclosure 3

TENTATIVE OUTLINE FOR RAB TRAINING MANUAL

- I. WELCOME from Naval Station Newport CO
- II. GENERAL RAB ORGANIZATION
  - A. The Players
    - 1. Governmental Agency RAB Members (Give name and brief sketch of agency responsibilities; tie these into the APPENDIX with more detailed personnel info)
    - 2. Community RAB Members (Describe cities and organizations represented; tie into APPENDIX of RAB members and each personal statement for interest in the RAB)
    - 3. General Public Access
    - 4. Media Access
  - B. RAB Responsibilities (Give By-Laws in Appendix)
    - 1. The leadership (Co-Chairs)
    - 2. Committees
      - a. Planning
      - b. Project
      - c. Education
      - d. Membership
      - e. Publications
    - 3. Special section on the Newsletter
    - 4. Governmental Agency Members
    - 5. Community RAB Members
  - C. Public access to RAB information
    - 1. All meetings open to the public
    - 2. All reports available in repositories
      - a. Printed volumes
      - b. CD copies
    - 3. Public presentations
      - a. To civic and volunteer organizations
      - b. To schools and other educational institutions
- III. SOURCES FOR FUNDING - THE VARIOUS PROJECTS  
(There is confusion about which toxic waste cleanup projects are part of the Navy's program; even those that are not a RAB responsibility should be briefly explained.)
  - A. Description of the programs
    - 1. Navy-funded programs
      - a. CERCLA
      - b. Storage tank program
    - 2. Army Corps of Engineers programs
    - 3. FUDS

- B. The funding cycle
  - 1. Where does the money come from?
    - a. Who asks for and who controls the funding?
    - b. How does Naval Station Newport compare to other installations in the region/nation?
  - 2. What is the process and "turn-around" time from appropriations to implementation?
- C. What happens if the money runs out before completion?
- IV. DETAILS OF THE CERCLA PROCESS
  - A. Provide a more informative and more easily understood graphic than "shoots and ladders".
    - 1. Briefly describe each stage of the process.
    - 2. Highlight those stages in which the public has an opportunity to contribute
      - a. Written responses to published reports
      - b. Oral comments at hearings
  - B. Can we provide a similar model for non-CERCLA-funded programs?
- V. PROJECT UPDATES
  - A. Describe the funding program for each cleanup project.  
1-13
  - B. Identify where each project is in its cleanup process, and give estimated completion dates.  
1-13
- VI. Graphic representations
  - A. Matrix of all sites
  - B. Map of all sites
- VII. APPENDICES
  - A. List of RAB members (and how to contact)
    - 1. Governmental representatives
      - a. Describe each agency's responsibilities
      - b. Hierarchy of agency clout
    - 2. Community members
      - a. Home city
      - b. Organization represented
      - c. Statement of interest from application
  - B. RAB By-Laws
  - C. Text of enabling legislation for the cleanup process.
  - D. Detailed description of agency responsibilities, including a hierarchy of decision-making powers.
  - E. Dictionary of acronyms.

Please let me know if there are any big holes in this outline.  
Thanks.

D. K. Abbass, Ph.D.  
Education Committee Chair

Map of Proposed Zoning  
presented by  
Mr. Robert Glistein  
Town Planner  
Town of Portsmouth

